

**DIVISION OF SELECTED AGENCY  
SUPPORT SERVICES**

**REPORT ON AUDIT  
FOR THE YEAR ENDED  
JUNE 30, 2008**



## **AUDIT SUMMARY**

Our June 30, 2008, audit report on the agencies receiving service from the Division of Selected Agency Support Services in the Office of the Secretary of Administration includes the following entities:

Secretary of the Commonwealth  
Virginia-Israel Advisory Board  
Interstate Organization Contributions

Office of Commonwealth Preparedness  
Office for Substance Abuse Prevention  
Citizen's Advisory Council

We found the following.

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System;
- no matters involving internal control and its operation necessary to bring to management's attention; and
- no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.

- TABLE OF CONTENTS -

	<u>Pages</u>
AUDIT SUMMARY	
AGENCY BACKGROUND AND FINANCIAL INFORMATION	1-4
INDEPENDENT AUDITOR'S REPORT	5-6
OFFICIALS PAGE	7

## AGENCY BACKGROUND AND FINANCIAL INFORMATION

This report includes the financial activity of the agencies below. The Secretary of Administration's Division of Selected Agency Support Services provides administrative support for these agencies.

Secretary of the Commonwealth	Office of Commonwealth Preparedness
Virginia-Israel Advisory Board	Office for Substance Abuse Prevention
Interstate Organization Contributions	Citizen's Advisory Council

The Division also keeps financial records for the Offices of the Governor and Lieutenant Governor and the Governor's Cabinet Secretaries. We issue separate reports on these entities.

### Secretary of the Commonwealth

The Secretary of the Commonwealth performs the following duties:

- serves as custodian of the Governor's official records;
- handles services of process on some defendants in civil actions, processes extraditions, and restores civil rights;
- registers and regulates lobbyists;
- appoints and regulates notaries public;
- researches and coordinates recommendations for gubernatorial appointments to boards and commissions;
- compiles and publishes the Report on the Secretary of the Commonwealth;
- maintains conflict of interest statements filed by state officials; and
- maintains the Governor's Executive Journal and papers.

The Secretary's Office receives General Fund appropriations. The Secretary also collects notary fees, trademark fees, and various other fees and deposits them directly into the General Fund of the Commonwealth. These collections totaled \$2,738,741 in fiscal year 2008. The table below does not include these collections since they are not available to the Secretary to fund operations. The following tables summarize budget and expenses for the Secretary's Office in fiscal year 2008.

### Budget Analysis for Fiscal Year 2008

Funding Source:	Original Budget	Final Budget	Actual Expenses
General Fund appropriations	<u>\$1,810,397</u>	<u>\$1,923,927</u>	<u>\$1,923,924</u>

### Expenses for Fiscal Year 2008

Personal services	\$1,358,111
Contractual services	421,484
Continuous charges	121,495
Supplies and materials	21,475
Equipment	1,020
Transfer payments	<u>339</u>
Total	<u>\$1,923,924</u>

### Virginia-Israel Advisory Board

The Virginia-Israel Advisory Board provides advice to the Governor on ways to improve economic and cultural links between the Commonwealth and the State of Israel, with a focus on the areas of commerce and trade, art and education, and general government. No members of the Board receive compensation for their services. The Board does not receive an original appropriation each year, but receives an appropriation transfer from the Department of Business Assistance. The following tables summarize budget and expenses for the Board in fiscal year 2008.

#### Budget Analysis for Fiscal Year 2008

Funding Source:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
General Fund appropriations	<u>\$ -</u>	<u>\$141,265</u>	<u>\$141,263</u>

#### Expenses for Fiscal Year 2008

Personal services	\$115,779
Contractual services	21,067
Continuous charges	3,542
Supplies and materials	<u>875</u>
Total	<u>\$141,263</u>

### Interstate Organization Contributions

Interstate Organization Contributions are memberships to the National Governor's Association and other national organizations paid with General Funds. The only expenses are the state's dues to the national organizations. The final budget is higher than the original budget to cover unanticipated increases in annual dues for four of the five interstate organizations in which the Commonwealth participates. The following table summarizes budget and expenses in fiscal year 2008.

#### Budget Analysis for Fiscal Year 2008

Funding Source:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
General Fund appropriations	<u>\$238,166</u>	<u>\$256,234</u>	<u>\$256,234</u>

### Office of Commonwealth Preparedness

The Office of Commonwealth Preparedness works with federal, state, and local officials, as well as the private sector, to develop a coordinated security and preparedness strategy and implementation plan. The Office serves as the liaison between the Governor and the federal government as well as local governments and first responders on emergency prevention, preparedness, response, and recovery issues. The Office receives a general fund appropriation and some federal funds through the Department of Emergency Management. The following tables summarize budget and expenses for the Secretary's Office in fiscal year 2008.

Budget Analysis for Fiscal Year 2008

Funding Source:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
General Fund appropriations	<u>\$1,069,299</u>	<u>\$1,123,899</u>	<u>\$1,116,105</u>

Expenses for Fiscal Year 2008

Personal services	\$974,205
Contractual services	76,195
Continuous charges	41,278
Supplies and materials	9,378
Equipment	397
Transfers	<u>14,652</u>
Total	<u>\$1,116,105</u>

Office for Substance Abuse Prevention

The Office for Substance Abuse Prevention helps coordinate the Commonwealth's substance abuse prevention activities. The Office cooperates with federal, state, and local agencies, private and public agencies, interested organizations, and individuals in order to prevent substance abuse within the Commonwealth. This office works with Virginia Commonwealth University to provide these services.

The Office's funding comes primarily from federal grant funds transferred from the Department of Mental Health, Mental Retardation, and Substance Abuse Services and the Department of Education. The Office did not receive as much as anticipated, resulting in expenses being less than budgeted. The following tables summarize budget and expenses for the Office in fiscal year 2008.

Budget Analysis for Fiscal Year 2008

Funding Source:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
Federal trust	\$600,000	\$600,000	\$454,203
Special revenue	-	35,000	35,000
Total	<u>\$600,000</u>	<u>\$635,000</u>	<u>\$489,203</u>

Expenses for Fiscal Year 2008

Personal services	\$261,875
Contractual services	201,415
Continuous charges	22,161
Supplies and materials	2,312
Equipment	<u>1,440</u>
Total	<u>\$489,203</u>

Citizens' Advisory Council

The Citizens' Advisory Council on Furnishing and Interpreting the Executive Mansion is established as an advisory council in the executive branch of state government to operate as a nonprofit charitable organization. The Council had a carryover balance of approximately \$38,000 from fiscal year 2007 and collected donations of approximately \$38,000 for the structural preservation of the Executive Mansion and the restoration of its contents. The following tables summarize budget and expenses for the Council in fiscal year 2008.

Budget Analysis for Fiscal Year 2008

Funding Source:	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenses</u>
Special revenue	<u>\$ -</u>	<u>\$75,917</u>	<u>\$25,800</u>

Expenses for Fiscal Year 2008

Contractual services	\$20,565
Supplies and materials	3,269
Equipment	<u>1,966</u>
Total	<u>\$25,800</u>



# Commonwealth of Virginia

**Walter J. Kucharski, Auditor**

**Auditor of Public Accounts  
P.O. Box 1295  
Richmond, Virginia 23218**

September 5, 2008

The Honorable Timothy M. Kaine  
Governor of Virginia  
State Capitol  
Richmond, Virginia

The Honorable M. Kirkland Cox  
Chairman, Joint Legislative Audit  
and Review Commission  
General Assembly Building  
Richmond, Virginia

We have audited the financial records and operations of the following agencies for the year ended June 30, 2008. The Secretary of Administration's Division of Selected Agency Support Services provides administrative support for these agencies.

Secretary of the Commonwealth  
Virginia-Israel Advisory Board  
Interstate Organization Contributions

Office of Commonwealth Preparedness  
Office for Substance Abuse Prevention  
Citizen's Advisory Council

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

## Audit Objectives

Our audit's primary objectives were to evaluate the accuracy of recording financial transactions on the Commonwealth Accounting and Reporting System, review the adequacy of the agencies' internal controls, and test compliance with applicable laws and regulations.

## Audit Scope and Methodology

Agency management has responsibility for establishing and maintaining internal control and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered materiality and control risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances.



Expenditures  
Appropriations  
Revenues

We performed audit tests to determine whether agency controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws and regulations. Our audit procedures included inquiries of appropriate personnel, inspection of documents, records, and contracts, and observation of operations. We tested transactions and performed analytical procedures, including budgetary and trend analyses.

### Conclusions

We found that the agencies properly stated, in all material respects, the financial amounts recorded and reported in the Commonwealth Accounting and Reporting System. The agencies record their financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial information presented in this report came directly from the Commonwealth Accounting and Reporting System.

We noted no matters involving internal control and its operation that we consider necessary to be reported to management. The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### Exit Conference and Report Distribution

We discussed this report with management on September 5, 2008.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

AUDITOR OF PUBLIC ACCOUNTS

LCW:clj  
clj:20

DIVISION OF SELECTED AGENCY SUPPORT SERVICES

As of June 30, 2008

Katherine K. Hanley  
Secretary of the Commonwealth

Dennis M. Johnson, Director  
Director, Division of Selected Agency Support Services

Robert P. Crouch, Jr.  
Office of Commonwealth Preparedness

Ralph Robbins  
Executive Director, Virginia-Israel Advisory Board

Wayne M. Turnage  
Chief of Staff, Interstate Organization Contributions

Marilyn P. Harris  
Director, Office for Substance Abuse Prevention

